

<p align="center"><b>Cromaine District Library Policy</b></p>	<p>Policy #: 6025</p>
<p align="center"><i>LIBRARY CREDIT CARD</i></p>	<p align="center"><u>Tracking Record</u></p> <p>Date Approved: 9/17/98 Revised: 11/19/98; 8/24/00; 8/18/05; 2/26/09; 2/18/10; 1/19/12; 1/15/15; 11/11/15; 7/28/16; 6/21/18, 1/17/19, 10/20/22. Reviewed: 1/12/11; 12/12/12; 1/9/13; 1/13/14; 7/28/16; 1/11/17; 1/11/18; 1/9/2020; 1/14/2021;2/10/22;1/18/24;1/16/25</p>

1. The Board of Trustees approves the issuance of a library credit card account, with an aggregate limit not to exceed \$20,000.00.
2. The Library Director is responsible for the issuance, accounting, monitoring, and retrieval of the credit card and for overseeing compliance with the credit card policy. The Director will establish a system of internal controls to monitor the use of the credit card.
3. The credit card may be used only for the purchase of goods or services for the official business of the library. Any inadvertent personal use of the credit card must be reimbursed to the Library immediately.
4. Credit cards will be issued to the Library Director and specific managers who will each be responsible for each card's protection and custody. If the card is lost or stolen, the Library Director, Library Board President, and credit card account issuer will be immediately notified. Each credit card will be surrendered immediately upon termination.
5. The employee using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase, the purpose of the purchase, and the approved budgeted line item of the purpose.
6. Credit card invoices will be reviewed before payment and must be for approved budgeted purposes.
7. Any rewards (e.g., points or premium items) provided as a result of the use of the credit card will be given to the Library or redeemed for library purposes only.
8. The balance shall be paid no later than the due date on the statement.
9. Violation of the credit card policy will result in discipline up to and including dismissal.